

MONTANA SHARED CATALOG
Executive Committee Meeting
Tuesday, April 2, 2008
Conference Call

MEMBERS PRESENT: **Beth Chestnut, Kim Crowley, Dawn Kingstad, Jean Nielsen, Ann Rutherford, Marilyn Trosper.**

MEMBERS ABSENT: **Roberta Gebhardt.**

MSL STAFF PRESENT: **Ken Adams, Bob Cooper, Jemma Hackbarth.**

OTHERS PRESENT: **Claire Morton.**

The meeting convened and was called to order at 9:40 a.m. by Dawn Kingstad.

ADDITIONS/CHANGES TO AGENDA: The approval of the previous meeting minutes was requested by Ken Adams. A clarification and decision regarding meeting reimbursement was requested by Marilyn Trosper. Kim Crowley said she needed to be absent from the early part of today's meeting because of a conflict. Discussion regarding the budget was postponed until Kim could return to the call. The posted agenda was not followed in order.

MINUTES: The minutes of the February 7, 2008 conference call were electronically sent to the Executive Committee the day after the last meeting. Jean Nielsen moved; Beth Chestnut seconded to approve the minutes as written. **Motion carried unanimously.**

MEETING REIMBURSEMENT (*discussion*): Marilyn Trosper reminded everyone that Ken's e-mail request from 2-28-08 regarding committee meeting reimbursement has not been addressed. Ken stated that an issue arose regarding meeting expenses for the Cataloging Committee at their last meeting. The bylaws do not specifically speak to this topic but he learned that mileage has been paid in the past but not lodging. Most committee meetings are conducted via conference calls but occasionally a face-to-face meeting is needed. The Cataloging Committee is a good example. It has not met in person for two years and when it does the meeting usually lasts all day. E-mail discussion and votes on cataloging matters proved to be problematic the previous year. In his opinion, if someone who is serving is required to attend a meeting, and it is not a phone meeting, then we should probably reimburse them for mileage. There is already a financial hardship for members to attend the spring and fall meetings and that doesn't include additional committee meetings deemed necessary. His e-mail outlined what he would like to do to solve the problem. Marilyn said this issue needs to be clarified and that consideration has already been extended to the Executive Committee. It was voted on by the membership after a lot of face-to-face meetings occurred to hash out the ongoing cost formula. This was confirmed by Bob Cooper during today's meeting upon referring to minutes from a previous membership meeting. Ann Rutherford feels that smaller subgroups such as Partners need support for mileage and, if there is a way to help, people will sit on committees. Furthermore, as a professional courtesy, members should help each other with lodging and carpooling. Beth Chestnut and Jean Nielsen wondered how many members would apply if this was made available to everyone. Ken also pointed out that he was asked by the Executive Committee to explore mileage costs versus video conferencing costs. He posted his findings to the Committee via e-mail on 3-4-08. The message contained concentric circle information for the mileage model currently in use by the Tamarack Federation. Bob stated that this impacts the entire membership not just a segment group like Partners. A lot depends on individual committee needs, frequency and number of meetings, set guidelines for what applies, and there needs to be a fiscal component attached. Any reimbursements now need to follow State procedures.

To Do: *Bob Cooper offered to draft some language to address the issues related to mileage reimbursement, including any associated parameters as discussed today (also see e-mail from Ken dated 2-28-08). The wording will be forwarded for review to the Executive Committee via e-mail with subsequent posting to the membership.*

MSC SPRING MEETING AGENDA (discussion): The preliminary agenda is as follows:

- ◆ *Dawn Kingstad will compile the agenda*
- ◆ “Birds of a Feather” reports (*Ken will explain to Jemma her role in making these arrangements*)
- ◆ Budget info including reimbursement (*Ken will provide a separate sheet explaining the parameters of the cost formula*)
- ◆ Request from Sarah about statewide projects
- ◆ Reports from Committees (*Who will notify Committee Chairs about someone giving a report?*)
- ◆ Technology update servers/software
- ◆ Sirsi Conference reports
- ◆ State Library brief report: Fulfillment Task Force recommendations
- ◆ Discuss establishing definite rotation for membership meetings (*Have chart of past meeting locations, concentric circle for mileage, & seek interested locations to be presented in fall*)
- ◆ Announcement about Small Public Library Rep
- ◆ Bylaw changes (*Mileage reimbursement*) & (*How/when reps elected to Exec Committee*)
- ◆ Fall meeting location: Missoula, Friday, October 3rd or other western location

CATALOGING COMMITTEE UPDATE (discussion): Marilyn and Roberta Gebhardt attended the Cataloging Committee meeting in Helena on 2-28-08. Everyone was encouraged to read the minutes of the meeting for a full report. As previously mentioned, the topic of travel reimbursement expenses was forwarded to the Executive Committee for clarification. Marilyn highlighted several other key areas including: 1) the need to do another catalog cleanup but some state employees who worked on the earlier efforts cannot participate this time ~ they are prohibited from contracting to do outside work if it is already a function in their regular job, 2) cataloging committee members and mentors need to use the “Find It, Fix It” philosophy, 3) implementing a cataloging tip of the month to be sent to the MSC listserv, 4) encouraging Ken to establish a calendar of events for regular internal things such as the OCLC scan delete, authority loads, etc., 5) encouraging the Executive Committee to watch a contract that Bozeman Public Library has entered into with OCLC to do some original cataloging ~ this type of arrangement could be beneficial to the MSC as a whole, and 6) investigate PromptCat as an option to reduce cataloging time for school libraries that are used to purchasing vendor records as well as bringing in more than one bib for the same title.

To Do: *Ken came away from the Cataloging Committee Meeting with a lot of things to address (refer to full minutes of that meeting on 2-28-08).*

Kim Crowley rejoined the meeting during the following item.

RAINY DAY FUND (discussion): Ken reported that the Network Advisory Council (NAC) asked him to convey a suggestion. They would like the MSC to consider a way of helping libraries that are unable to meet their annual costs. He feels the NAC lost the big picture of where our money comes from but feels that we should at least discuss it. Any recommendation to do this would have to have stringent restrictions of who could apply and when. Several committee members pointed out that libraries are prohibited from using their local dollars to pay for other institutions. Beth said acting on this concept would have to be done solely on a voluntary basis. Jean asked if any libraries are planning to drop out of the catalog because of little money; Ken replied no. Claire said there may come a time when a library may not be able to meet their MSC bill because of

increased costs. Jean asked if other agencies have a rainy day fund and how they get it; Ken said he is not aware of any. Jean also asked where this idea came from and the reply was the Fulfillment Task Force (FTF). Bob clarified that the discussion came from the fact that we are doing a lot to “grow” the catalog but there is no safety net for emergency funding system for unusual circumstances. He thinks it is important to think how this affects smaller libraries caught in an emergency situation and to discuss a partnership solution. The original concept came from the Montana Historical Society with work they’ve done in the past. It may be possible to use some LSTA funding for a portion of the year and if it isn’t used those monies could be reallocated. He’d like the MSC to consider the merits and not just dismiss the concept. Bob concurred that local governments cannot pay bills for other local governments. Dawn emphasized that the agenda item was not meant to try to “fix” things but was a way for us to begin to think about alternative ways to assist small libraries in emergency situations.

Another NAC recommendation included adding downloadable e-content to the MSC business plan. The NAC also endorsed the FTF recommendation to repurpose ILL funds and to commit funding to the MSC to build and maintain the catalog. The package includes full funding for OCLC costs statewide. This tends to benefit the MSC by making it possible for new libraries to join the catalog thus reducing the costs to current members. The state librarian is carrying this forward and everything depends on the 2009 legislative session.

ADDITIONAL MSC STAFF (*discussion*): Ken apologized for being remiss in not introducing Jemma, the new MSC technical assistant, at the beginning of today’s meeting. He reported that additional MSC staff is set up with the state librarian and it is still in her budget request package. However, funding won’t be from the general fund. We’ll have to find alternative funding and Kim asked where. Ken said the repurposed ILL money dedicated to the catalog is one source. Kim thought some of these monies are meant for the courier service element. Ken said that is a pilot for one time only monies and sometimes a project of that type has an afterlife which is easier to get approved technically. Scratching an additional FTE with state funds is one thing but it is okay if other funds are used such as ½ LSTA and ½ MSC. Kim said it sounds like we’re going to have to wait until the end of the legislature so what is the back up plan. Ken said it is logical to put it in the overall MSC budget, even though people don’t have the money, and to delay new libraries joining until something is done on the status of additional help. The message is clear ~ the catalog cannot grow until staff solutions are figured out and it can’t be put entirely on the backs of the membership. The legislative process needs to happen first; perhaps down the line this can be readdressed with LSTA funds. It is an interesting dilemma all tied to money. Until we’re through the legislative process the picture is blurry. The application process may not happen this coming year.

PROPOSED FY2009 BUDGET (*discussion*): Spreadsheets of the proposed budget and ongoing cost formula were sent electronically on 4-01-08. Jean could not view the documents; Bob was able to magically make this happen on her desktop during the meeting. Ken reported that he has received a preliminary bill from Sirsi although it included the Ronan schools. The actual bill will be about \$2,000 less when they are removed from the total. The bill reflects a 4% overall increase from Sirsi. Ken tried to absorb the additional cost in other areas such as the servers and their location. Several variables still need to be determined (branch costs, who pays costs for Frenchtown which is now a branch of Missoula, etc.) so the final figures will change. He added a little in line items for meetings, conferences, and training but tried to keep the bottom line the same or a little less than last year. The exact number for unencumbered cash (minus EPS/Rooms) is still needed from Chris. Jean and Kim recall not collecting contingency monies but there needs to be a renamed line item for emergencies. The model level structure (noted in the budget) for pricing will be going away before the end of June possibly reducing costs. Sirsi is undergoing a major financial review and doing new pricing models based on annual circulation. The entire budget received a line-by-line review and Claire Morton provided tips to Ken on how she has presented it to the membership in the past. Based upon today’s discussion, some line items in the Training category were added and/or adjusted accordingly:

- ◆ Executive Committee Travel = \$2,000
- ◆ Special Committee Travel = \$2,000
- ◆ Membership Meetings = \$2,500
- ◆ New Library Training = \$3,000

Individual columns on the ongoing cost formula page were also reviewed. Kim said it is important to be consistent in using the same extraction dates from year to year. Ken confirmed that e-books are not included in the title count and that the count was done using bar code prefixes. The column headings do not indicate the actual breaks and everyone felt a separate one-page sheet would be helpful to explain each column and the associated parameters. Marilyn asked that a date be included at the top of all revisions so that it is clear which draft is most current.

To Do: Ken will refigure the budget based upon today's recommendations and send it to the Committee again. It is important to have this sent to the membership at least three weeks prior to the spring meeting. Expenses will be tracked closely, for a breakdown in the budget to generate some reports. Ken will provide a separate sheet explaining the parameters of each column on ongoing the cost formula.

NEW MSC LIBRARIES (discussion): The NAC is recommending six libraries to the Commission on April 12th for LSTA start up funds to join the MSC. The list includes: Lincoln County Libraries, Roundup School Community Library, Philipsburg Public Library, Billings Catholic Schools, Power Schools, and Whitehall Schools. Kim asked how they are presented in the budget. Ken responded that he doesn't have all the information yet but is using past practices to determine a pro-rated share. Things are preliminary at this point and an actual total won't appear until they are mostly in the catalog.

SMALL PUBLIC LIBRARY REPRESENTATIVE (discussion): Marilyn reminded everyone that her second term on the Executive Committee expires this fall. The process to find a replacement is not clear in the Bylaws. Claire asked if candidates should be directors or can it be staff. Kim said it should be whoever the member is on the legal page. Others wondered if a nominating committee needs to be considered.

To Do: Ken will research the procedure for a replacement.

Dawn reminded everyone that the next Executive Committee meeting is in Billings on Thursday, May 1st from 2:00 to 4:00 p.m. The conference call adjourned at 12:20 p.m.

Respectfully submitted,

Marilyn

Marilyn Trospen
Executive Committee Vice-Chair